



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Information Officer I (Sp)

Monthly Salary: Rg A \$4,400 - \$5,348

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5601-001

Refer to Job ID # 10-LEGIS

Final Filing Date: September 3, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the supervision of the Deputy Director, Office of Health Policy and Legislative and External Affairs, the Information Officer I (IOI) will have broad-ranging responsibilities, touching on most areas of public affairs, including but not limited to media relations, publications, electronic and internet communications. The incumbent must work effectively internally with colleagues from various disciplines and externally with the news media, advocacy groups, the public and colleagues from other state agencies. The incumbent must demonstrate the ability to understand the work of the Managed Risk Medical Insurance Board (MRMIB), government health insurance concepts and trends, and have good news judgment.

The IOI develops key messages to communicate MRMIB's activities to the news media under the direction of the Deputy Director; responds promptly as assigned to media requests with the most accurate and timely information available; maintains good relationships with relevant news media and an up-to-date contact list for purposes of phone, email and regular mail communications; maintains and uses authoritative internal and external information sources to ensure accuracy of information; monitors use of information provided by MRMIB's Board and staff to ensure actions and programs are represented accurately by the news media; and maintains electronic records of media coverage of Board and disseminates to the Board and internal audiences.

The IOI develops publications and other content on behalf of MRMIB through both print and electronic channels, including website updates, news releases, brochures, fact sheets, annual reports, letters, talking points, etc.; maintains sources within various MRMIB programs through which to develop timely content for publications and uses accepted methods of review to ensure accuracy and appropriateness of content.

Further, the IOI develops and edits content for the Board website, using a process to solicit internal program approvals to maintain timeliness, accuracy and integrity of content and site architecture and design and also provides ongoing content review to determine when items should be removed or moved on the website.

This position works closely with the Deputy Director and Legislative Coordinator to develop and implement outreach efforts with advocacy groups and community programs to maintain good communications and understanding regarding the Pre-Existing Condition Insurance Plan and related aspects of health care reform.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- Demonstrates both attention to detail and ability to grasp big picture.
- Demonstrates good news judgment through prior media experience or state service as an information officer.
- Is experienced in the use of AP Style and other writing conventions.
- Demonstrates excellent grammar and punctuation, as well as oral presentation skills.
- Demonstrated experience using content management systems.
- Experience in project management of publication design and review.
- Demonstrates commitment to providing accurate and timely information.
- Experience in public outreach meeting logistics and development.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures of MRMIB.

Who May Apply:

Individuals who have status in the classification, list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter JOB ID# 10-LEGIS and Position # 443-600-5601-001 and the basis of eligibility. For list eligible candidates, attach your exam results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover- Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date September 3, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.